

WQA CONVENTION & EXPOSITION 2016 EXHIBIT SPACE CONTRACT

MARCH 14-17, 2016

MUSIC CITY CENTER

NASHVILLE, TENNESSEE USA



COMPANY INFORMATION

☐ WQA Member ☐ We want to take advantage of the benefits and savings that come with a WQA membership. Please contact us.

WQA Member # _____

Company Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Telephone _____ Fax _____

Web Address _____

☐ MALE

☐ FEMALE

Contact _____

Title _____

Email _____

EXHIBIT SPACE OPTIONS

Exhibit space is sold in units of 10' x 10' (3m x 3m)

Type of booth space preferred (check one):

☐ In-line ☐ Island ☐ Peninsula ☐ Corner

Booth Space Pricing:

WQA MEMBERS ONLY (30% DISCOUNT)*

\$2,400 per 10' x 10' space thru **August 14, 2015**

Number of 10' x 10' spaces _____ x \$2,400 = USD _____

\$2,500 per 10' x 10' space after **August 14, 2015**

Number of 10' x 10' spaces _____ x \$2,500 = USD _____

NON-MEMBERS

\$3,500 per 10' x 10' space thru **August 14, 2015**

Number of 10' x 10' spaces _____ x \$3,500 = USD _____

\$3,600 per 10' x 10' space after **August 14, 2015**

Number of 10' x 10' spaces _____ x \$3,600 = USD _____

INTERNATIONAL PAVILION WQA MEMBERS (30% DISCOUNT)*

\$2,900 per 10' x 10' space thru **August 14, 2015**

Number of 10' x 10' spaces _____ x \$2,900 = USD _____

\$3,100 per 10' x 10' space after **August 14, 2015**

Number of 10' x 10' spaces _____ x \$3,100 = USD _____

INTERNATIONAL PAVILION NON-MEMBERS

\$4,200 per 10' x 10' space thru **August 14, 2015**

Number of 10' x 10' spaces _____ x \$4,200 = USD _____

\$4,400 per 10' x 10' space after **August 14, 2015**

Number of 10' x 10' spaces _____ x \$4,400 = USD _____

Booth Space Surcharge (add fee if applicable)

Corner \$200

Peninsula \$400

Island \$600

USD _____

Administrative Fee USD 225.00

Exhibit Space Total USD _____

Booth choice preferences (see floor plan)**

1st _____ 2nd _____

3rd _____ 4th _____

Avoid assignment adjacent to (company name): _____

PRODUCTS TO BE EXHIBITED:

☐ Residential ☐ Commercial ☐ Industrial

DEPOSIT PAYMENT NOW DUE

Contract submitted:

On or before Aug. 14, 2015 — 25% of Exhibit Space Total USD _____

Aug. 15, 2015 - Dec. 11, 2015 — 50% of Exhibit Space Total USD _____

After Dec. 11, 2015 — 100% of Exhibit Space Total USD _____

Total Now Due USD _____

PAYMENT

Contract will not be processed without appropriate deposit.

See below for payment schedule.

Check: ☐ (payable to WQA)

Charge: ☐ MasterCard ☐ VISA ☐ AMEX ☐ Discover

Check Number _____

Credit Card Number _____

Exp. Date _____

Security Code _____

Cardholder's Name _____

Signature _____

PAYMENT SCHEDULE

• **Deposit:** Due at time Exhibit Space Contract is submitted.

• **Second payment** (50% of balance, Early Bird contracts only):
October 30, 2015

• **Final payment:** January 15, 2016

• Failure to pay on-time may result in loss of booth space, subject to show management decision.

EXHIBITOR AUTHORIZED SIGNATURE

Note: Unsigned Contracts Will Not Be Accepted

Signature _____

Printed Name _____

Title _____

Date _____

By signing above, the Exhibitor agrees to the terms of this 2016 WQA Convention & Exposition Exhibit Space Contract and through its Authorized Signatory acknowledges that Exhibitor has read, understands, and agrees to the Payment and Cancellation Policy and the Rules Governing Exhibits, available at www.wqa.org/Convention, which are incorporated in and made part of this contract. Upon signed acceptance, this 2016 WQA Convention & Exposition Exhibit Space Contract shall be binding upon the parties.

IMPORTANT INFORMATION

- Contracts require a deposit at the time they are submitted.
- Exhibit space is assigned first by our priority system and then on a first-come, first-served basis.
- Please review Rules Governing Exhibits on the back of this form.
- Please keep a copy of the signed contract for your records.

Submit your contract online at: www.wqa.com/Convention

-or-

send completed form with total now due to:

WQA

4151 Naperville Road • Lisle, Illinois 60532-3696 USA

Attn: Kelley Thompson

Phone: (630) 505-0160 • **Fax:** (630) 505-9637 • **Email:** convention@wqa.org

* See paragraph 2 of the Rules Governing Exhibits.

** See paragraph 4 of the Rules Governing Exhibits.

2016 RULES GOVERNING EXHIBITS

NOTE: These rules are subject to the ordinances, rules, and regulations of governmental and facility authorities as they may be invoked from time to time. If for any reason the dates and times listed are required to be altered, WQA Convention & Exposition will take commercially reasonable steps to notify exhibitors of those changes.

All Exhibitors displaying at WQA Convention & Exposition to be held March 14-17, 2016, at Music City Center are required to make application, execute contract for space, and subscribe to the following official Rules Governing Exhibits. The Association reserves the right to change and modify the Rules Governing Exhibits at any time.

1. ASSIGNMENT OF SPACE

WQA Convention & Exposition will assign exhibit space according to a priority system. All assignments, after the initial selections are completed, will be made in the order contracts are received. WQA Convention & Exposition reserves the right to assign or reassign exhibit spaces so that the arrangement of the exhibition is in the best interest of attendees and exhibitors.

2. PAYMENT SCHEDULE

Deposit: Due at time Exhibit Space Contract is submitted.

Second payment (50% of balance, Early Bird contracts only): **October 30, 2015.**

Final payment: **January 15, 2016.**

Failure to pay may result in loss of booth space subject to show management decision.

There are no returns or refunds of any payments made under this Exhibit Space Contract except in the sole and exclusive discretion of WQA Convention & Exposition as provided in Paragraph 14 of these Rules Governing Exhibits. **You must be a manufacturer/supplier member in good standing of WQA to claim the WQA member discount for exhibit space. Annual dues in the current year must be paid.**

3. HOURS

The WQA Convention & Exposition will tentatively run 11:00 a.m. to 5:00 p.m., Tuesday, March 15, and 10:00 a.m. to 5:00 p.m., Wednesday, March 16.

Installation of displays may begin at 2:00 p.m. on Sunday, March 13, 2016. Set up of exhibit space must be completed before leaving the hall on Monday, March 14, 2016. All empty crates/containers must be tagged before departing the hall on Monday. Fern Exposition & Event Services will remove all crates/containers from the show floor on Monday evening, regardless of whether it has an empty tag or not in order to install aisle carpet. Final touch-up of exhibit space will be permitted from 7:30 a.m. until 9:00 a.m. on Tuesday, March 15. **No booth set up or crate service will be permitted on Tuesday, March 15.** The hall will be cleared at 9:00 a.m. on Tuesday, so that cleaning of the hall and final preparations can take place prior to the opening of the show.

Dismantling may commence at the close of the show Wednesday March 16, 2016, but shall not commence prior to the close of the show. All materials must be completely repacked and removed from the Music City Center no later than 3:00 p.m. on Thursday, March 17, 2016. Exhibitors are urged to arrange for their "outbound shipments" at the Fern Exposition & Event Services desk prior to the close of the show.

4. EXHIBIT SPACE

The dimensions and location of each exhibit space are believed to be accurate but are not guaranteed to be exact. In all cases, the width of the space is measured between dividing rails. For specially constructed displays, deduct two inches from width of exhibit space.

WQA Convention & Exposition will furnish uniform exhibit space equipment to each linear, corner, and peninsula exhibit space consisting of draped back 8' high and drape-dividing rails 36" high, together with a one-line identification sign 7" x 44" indicating the company name and booth number. International Pavilion exhibitors will also be provided with carpet, a 6' draped table, two chairs, and a wastebasket per 10' x 10' space. Furnishings, carpet, and services can be ordered through the Exhibitor Service Manual at the expense of the exhibitor.

Carpet or other appropriate flooring material is a mandatory requirement for the exhibit space and is the responsibility of the exhibitor. Exception: carpet is provided for exhibitors in the International Pavilion.

5. CANCELLATION OF EXHIBIT SPACE

Cancellation of exhibit space must be submitted in writing. Telephone cancellations will not be accepted. Should exhibitor fail to make payments as due under the 2016 Exhibit Space Contract and Paragraph 2 of these Rules Governing Exhibits, WQA Convention & Exposition reserves the right to cancel exhibit space or exhibit space assignments. No payment returns or refunds are made on any cancellation of exhibit space for any reason. Cancelled or unoccupied exhibit space may be freely reassigned by WQA Convention & Exposition.

6. WATER QUALITY ASSOCIATION MEMBER LOGO POLICY

Using the WQA logo is one of the benefits of WQA membership. Nonmember exhibitors agree that they will not use or display the WQA member logo and will not use the WQA Gold Seal logo and/or Sustainability mark unless the product has been tested and awarded the Gold Seal and/or Sustainability mark and then only in accordance with the Gold Seal and Sustainability license and policies. Member exhibitors, please note the following excerpt from WQA's Logo Guidelines:

- Do not place the WQA member logo on a product, on the label of that product, or on point-of-sale packaging of the product. The WQA Gold Seal logo or Sustainability mark are the only logos that can be placed on the product **IF** the product has been tested and awarded the Gold Seal or Sustainability mark.
- A WQA member may include, on the product label, the following words in letters no larger than those used for the member's company name: Member, Water Quality Association
- In the event that these guidelines are violated, WQA retains the right to direct the member to cease use of the mark. It is the right of WQA to determine whether these guidelines have been violated or whether the WQA logo has been misused.

7. PRODUCT PROMOTION MATERIALS MUST MEET INDUSTRY GUIDELINES

All promotional material of whatever nature utilized by exhibitors at or in connection with the 2016 WQA Convention & Exposition show must meet the Water Quality Improvement Industry Code of Ethics dated 2014. In addition to the remedies provided in the Code of Ethics and Water Quality Improvement Industry Review panel procedures, such product promotion material may be submitted to WQA Convention & Exposition's staff Review Committee for its opinion as to the materials' compliance with the industry guidelines no later than fifteen (15) days prior to the opening of the Exhibition. Exhibitor agrees that promotional material of any kind whatsoever or display of products determined by WQA Convention & Exposition staff, in its sole and exclusive discretion, to violate paragraphs 6 or 7 or any other provision of these Rules Governing Exhibits, may be removed or ordered removed immediately from the exhibition hall. Show Management reserves the right to remove exhibits which become objectionable or unsafe in the opinion of Show Management.

8. PHOTOGRAPHY & EXHIBITOR'S USE OF SPACE

Exhibitors and their agents are prohibited from taking photographs of other companies' products or booth displays without approval. Show Management reserves the right to expel anyone in violation of this policy.

Canvassing or attempts to make sales in the Exhibit Hall by anyone representing or connected with a non-exhibitor is strictly forbidden and any person doing so will be promptly ejected. Exhibitors agree that they will not exhibit or display their equipment and/or products and services in any other location, besides their own space in the Exhibit Hall, during the period of the WQA Convention & Exposition.

In compliance with this contract, the Exhibitor agrees not to assign, sublet, or apportion space, or any part thereof allotted to it without prior written consent of Show Management.

9. BOOTH CONSTRUCTION/RULES & REGULATIONS

Standard IAEE Guidelines for Display Rules and Regulations apply to your exhibit. With the exception of island booths, no construction of an exhibit space shall exceed 8' in height. If you have a peninsula or endcap booth, please note the display requirements as diagramed in the IAEE Guidelines for Display Rules & Regulations. If you have an endcap or linear booth, no banners or signage is permitted to be rigged or hung above your exhibit space.

10. HALL SPECS

The ceiling height is 32 feet 6 inches. The floor load limit is 350 pounds per square foot.

11. PROTECTION OF PROPERTY

Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to or on the walls, floors, or other parts of the building or furniture. Exhibitors violating this regulation are bound at their expense to repair any damage to the property that they may cause. The use of self-adhesive labels, posters, or signs is forbidden except that an exhibitor may use them in its own exhibit space on the exhibitor's own equipment. Should your equipment or display include the use of any liquids or fluids that could leak or cause damage, extra precaution should be taken for necessary protection, as exhibitors will be held liable for damage resulting from any such cause.

12. FIRE PROTECTION

All materials used in the exhibition hall must be flame proofed and are subject to inspection by the city fire department and the state fire marshal. Crepe paper, corrugated paper, flame proofed or otherwise, plus inflammable fluids or substances are not permitted.

13. LIMITATION OF LIABILITY

Neither WQA Convention & Exposition, the Music City Center, or Fern Exposition & Event Services will be responsible for any loss, injury, or damage, including that by fire or theft, which may occur to an exhibitor, its agents, or employees, or to its or their property or wares or to the property of others arising from any cause whatsoever prior to, during, or subsequent to the period of the exhibition. It is recommended that exhibitors cover their property with suitable insurance. The exhibitor agrees to indemnify and hold harmless WQA Convention & Exposition, its affiliates, officers, directors, agents, and employees against any and all liability damage, expense, loss, or claim whatsoever arising from any or all damage to property or personal injury, or loss caused by exhibitor or his agents, representatives, employees, or any other person.

14. CANCELLATION OF SHOW

In the event of cancellation of the show due to fire, strike, governmental regulation, acts of terror or war, or any other cause beyond WQA Convention & Exposition's reasonable control, WQA Convention & Exposition shall not be liable to exhibitors or others for failure to hold the convention as scheduled. In the event of cancellation of the show for any cause within WQA Convention & Exposition's reasonable control, WQA Convention & Exposition's liability is strictly limited to the amount paid, if any, to WQA Convention & Exposition by the exhibitor or claimant for show participation. In no event shall WQA Convention & Exposition be liable to any exhibitor or anyone else for consequential or incidental losses or damages by reason of WQA Convention & Exposition's failure to hold the convention as scheduled. WQA Convention & Exposition, at its sole discretion, shall determine in the circumstances whether and if so, in what amounts, payments already made by exhibitors or others will be returned or refunded.

15. SPECIAL RESTRICTIONS

(A) Exhibitors are prohibited from using amplifying equipment of any nature without permission from WQA Convention & Exposition, and if permission is granted, the use of such equipment must not interfere with adjacent exhibits; (B) Exhibitors must confine their activities to the space for which they have contracted and are not permitted into other exhibit space areas without the approval of the other exhibiting company; (C) Exhibitors will not be permitted to use strolling entertainment or to distribute samples, or souvenirs, except from their own exhibit space; (D) Exhibitors who use costumed persons or mannequins should be sure that their manner of appearance and dress is such as not to offend even the most sensitive or critical; (E) In addition to all other rules governing exhibits, neither exhibitor or any person representing Exhibitor shall distribute or cause to be distributed at the exhibition any materials which could offend the sensibilities of persons visiting the exhibition; and (F), Exhibitor or persons for whom exhibitor is responsible shall conduct themselves at all times in the exhibition hall in a professional manner and one in which is not offensive to others visiting or working in the hall. Exhibitor must immediately comply with the judgment of WQA Convention & Exposition staff regarding these matters and any remedial action ordered by WQA Convention & Exposition staff because of them is final.

16. RELATED EVENTS

In order to avoid conflicting events and to maximize the benefits of the exhibition to all, any exhibitor wishing to hold a non-association seminar, exhibition, conference, or other similar function in proximity to and concurrently with the exhibition must obtain prior written approval from WQA Convention & Exposition no later than thirty (30) days before the first day of the exhibition.